

Animal & Plant Health Inspection Service

Department: Department Of Agriculture

Agency: Animal & Plant Health Inspection Service

Sub Agency: Marketing & Regulatory Programs

[DETAILED VERSION](#)[CLOSE](#)[PRINT](#)[Overview](#)

Biological Scientist

Salary Range: 69,764.00 - 107,854.00 USD per year

Series & Grade: GS-0401-12/13

Promotion Potential: 13

Who May Be Considered:

This announcement is open to all United States citizens.

(Current and Former Federal employees may also apply with a separate application to Merit Promotion vacancy announcement #9BR-2008-0031)

Open Period: Friday, July 18, 2008
to Friday, August 15, 2008

Position Information: Full-Time Permanent

Duty Locations: 1 vacancy - Riverdale, MD

Due to the high volume of applicants, we are unable to confirm receipt of either faxed or mailed application packages. You should retain the e-mail confirmation of received fax or any certified mail receipt as proof of submission.

Job Summary:

You can make a difference! The U.S. Department of Agriculture's (USDA) Marketing and Regulatory Programs (MRP) needs bright, energetic and committed professionals to facilitate the domestic and international marketing of U.S. agricultural products and to protect the health and care of animals and plants in the United States. MRP offers an array of occupations and is committed to diversity in the workplace. We operate in domestic and global markets. Be part of an organization that protects the health and agriculture of the American people. Join our team!

*****USAJobs users can now attach uploaded documents to their profile. We are currently unable to access them; therefore, you must submit supporting documentation according to the instructions in the "how to apply" section of this vacancy announcement.*****

Location:

Animal and Plant Health Inspection Service
Biological Regulatory Services
Office of the Deputy Administrator
Riverdale, Maryland

Salary:

Range for GS-12: \$69,764.00 to \$90,698.00 (incl. 20.89% locality pay)

Range for GS-13: \$82,961.00 to \$107,854.00 (incl. 20.89% locality pay)

APHIS is an emergency response agency.

This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their careers with APHIS. It is difficult to predict the frequency with which such emergency situations may occur - and could range from several emergencies in a year to none over the course of many years. In the event that you are called upon to support an emergency program, this may require irregular working hours, including overtime, and may include duties other than those specified in your official position description. While some emergency program support assignments may be able to be performed at the employee's current duty station, in other cases employees may be asked to go on-site to a temporary duty station location. In addition, it may be necessary for employees to participate in multiple rotations to an emergency program assignment. Attempts will be made to keep disruption to the employee to a minimum.

Key Requirements:

- As a condition of employment, a background investigation is required.

Duties**Major Duties:**

The incumbent fosters internal communication between the office of Science and other Biotechnology Regulatory Services organizational units with regards to scientific issues important to regulatory effectiveness. Manages peer review of decision documents and supporting documentation. Develop guidelines for the review of scientific documents, develops contacts with professional societies and organizations, selecting and evaluating potential peer reviewers, draft BRS' responses to the reviews, and disseminating results. The incumbent prepares scientific papers, summaries, and other written material. Coordinates the development of scientific documents that outline the state of novel biotechnologies and their regulatory implications and requirements. Organize seminars represents BRS at scientific meetings with other federal agencies. Maintain a wide variety of professional contacts including those associated with research, educational, and international communities to maintain awareness of relevant ongoing scientific developments. Assists in the

establishment of short and long term goals and objectives to support strategic efforts of the Office of Science.

Qualifications and Evaluation

Qualifications:

To qualify, you must meet all qualification requirements by the closing date of this announcement.

BASIC Requirements:

Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position.

OR

Combination of education and experience--Courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

In addition to meeting the basic qualification requirements, applicants **MUST** have one year of specialized experience equivalent in level of difficulty and responsibility to the next lower level in the Federal service. Such specialized experience is demonstrated by having gathered and analyzed data from multiple sources, making recommendations, development of regulatory policies and representing an organization both orally and in writing.

Special Conditions:

...Males born after 12/31/59 must be registered with the Selective Service.

...Subject to satisfactory completion of one year probationary period.

...Occasional travel to meetings is required.

How You Will Be Evaluated:

The following knowledge, skills and abilities (KSAs) are needed for you to be successful in this job. Follow the instructions in the section titled *How to Apply* for information on how to address these KSAs online. You will be prompted to address each KSA individually. In your response, describe the experience or training through which you obtained the KSA. Your response will determine your rating. (Please be precise and specific.)

1. Knowledge of agricultural and biological sciences with

specialized knowledge of biotechnology.

2. Skill in planning, managing, and evaluating programs related to agricultural sciences, biotechnology, and/or agricultural regulatory programs.
3. Ability to gather, review, and analyze information from multiple sources including identifying organizational problems and developing solutions to these problems.
4. Skill in oral and written communication.

To preview questions please [click here](#).

Benefits and Other Information

Benefits:

Eligibility for employee benefits depends on your type of appointment and your tour of duty (work schedule). Generally, you must be hired on a permanent basis and have a regular full or part-time work schedule.

Some of the benefits for which you may be entitled are:

Federal Employees Retirement System
Thrift Savings Plan
Federal Employees Health Benefits
Federal Employees Dental and Vision Insurance Program
Federal Employees Group Life Insurance
Flexible Spending Accounts
Federal Long Term Care Insurance

For more information on these and many other benefits, go to:

[Federal Employee Benefits](#)

http://www.aphis.usda.gov/mrpbs/hr/job_opportunities/job_op_benefits.shtml

Other Information:**[What are the Qualification Requirements for CTAP Applicants?](#)**

For information regarding CTAP eligibility click on the link below:

[Career Transition Assistance Programs](#)

http://www.aphis.usda.gov/mrpbs/hr/job_opportunities/usajobs.shtml
If you follow the above link, at the website click on [Applicants]
and then [Career Transition Assistance Programs]

[Additional Information](#)

More than one selection may be made if another vacancy occurs within 90 days of the issuance of the certification of eligibles.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs).

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc) should contact: USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

How to Apply

How To Apply: **ONLINE APPLICATION:**

*****USAJobs users can now attach uploaded documents to their profile. We are currently unable to access them; therefore, you must submit supporting documentation according to the instructions in the "how to apply" section of this vacancy announcement.*****

Application to this announcement requires the online submission of basic applicant information, responses to vacancy specific questions or knowledge, skills and abilities (KSA) questions and submission of supporting documentation (described in the required documents section below). All application materials will be accepted until midnight Eastern Time on the closing date. Help in applying online is available Monday through Friday from 8:00 a.m. to 4:30 p.m. Eastern Time at the number listed in the Contact information section.

NOTE: Our online application system is 100% compatible with IE versions 5.5 and above. If you are using any other web browser to complete your application you may experience errors, missing text or you may be unable to complete your application on-line.

STEP ONE (On-line Resume):

You must create a user account and at least one Federal resume at USAJOBS. The information you provide in your Federal resume will become part of your application and will automatically be transferred to our system when you apply on-line.

1. Begin the application process by clicking on the [Apply Online] button at the bottom of the announcement.
2. Log into your USAJOBS account (if you are not already logged in) or create one (if you do not have one established).
3. Select the resume you would like to submit and click on [Apply for this position now!]. You will now be automatically transferred to our system where you will complete the application process.

STEP TWO (Personal Information):

1. Once you have been transferred, follow the on-screen prompts to complete your application. Be certain to read the on-screen instructions thoroughly before continuing. First, you will be asked to complete or update your information on file.
2. If you have already been to our site you will have the option to update your information on file or go directly to the assessment. We recommend selecting the option to update your information on file each time you apply. By selecting this option you will be able to verify your data on file is accurate. Additionally, your faxed supporting documentation is stored within this section and therefore you will be able to review your stored documents and/or print fax cover sheets if you need to submit/re-submit documents.
3. After completing or updating your information, you will be notified of the announcement types you are eligible to apply to. Follow the prompts to move through the website, you will be taken to a page containing a list of fax cover sheets for supporting documents.

STEP THREE (Faxing Supporting Documentation):

The next step of the application process is to fax all the required supporting documentation specified in the Required Documents section of this vacancy announcement. You do not need to have all of your supporting documentation submitted in order to continue with the online portion of the application process. Please carefully follow the instructions below to ensure your supporting documents are properly faxed and received. All required documents must be received by midnight Eastern Time on the closing date of the vacancy announcement.

***Not all of the document types listed will pertain to you; only submit documents needed to complete your application package. For example, the Schedule A Certification document must only be submitted by individuals applying based on eligibility for appointment due to a disability. The SF-50 is a form current and

former Federal employees submit to document their Federal employment status.

***Supporting documentation will not be accepted via e-mail.

FAX INSTRUCTIONS:

1. If you have previously faxed supporting documentation the status of those documents will indicate *Received*. There is no need to resubmit documents which show a status of received unless you are submitting an updated copy. (If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the human resources office. If you are adding to, rather than replacing, a previous submission, you must fax both the old document and the new document for them both to be accessible to HR.)
2. You must use a separate cover sheet for each category of supporting documentation (i.e., transcripts, SF-50, DD-214). Choose the document cover sheet(s) you would like to print by selecting the appropriate check boxes in the *Selected Documents* column.
3. Click the [Print Cover Sheets] button. A window will pop up containing the fax cover sheet(s) you selected. Print the coversheet(s). *NOTE:* You must be connected to a printer in order to print the coversheets. Additionally, you must allow pop-ups.
4. Once you have reviewed the list of documents and printed any required fax cover sheets click on [Done]. You will be moved forward in the application process.
5. Before faxing your document(s), take care to ensure the document is legible and all information is complete and signed, if necessary. Fax only documents which are clear and legible. Original documents with light or faded print and/or dark or patterned backgrounds will not be legible upon receipt. Illegible faxed documents cannot be used for qualification or verification purposes.
6. Place the corresponding cover sheet on top of the document and fax the cover sheet and document together to the fax number specified on the cover sheet. *NOTE:* If you are faxing documents from more than one category of supporting documentation, you must submit them with the appropriate cover sheet. **EACH DOCUMENT TYPE MUST BE FAXED SEPARATELY** under its corresponding cover sheet. **DO NOT FAX ALL DOCUMENTS TYPES UNDER ONE COVER SHEET.** (i.e., Transcripts are one type of document; fax all pages of your transcript and other education-related documents under the transcript cover sheet; the SF-50 is another document type, if you are faxing more than one SF-50, fax them all under the SF-50 cover sheet.)
7. Be sure to save these cover sheets in the event you need to re-fax your supporting documents. Each fax transmission includes a unique identification number and bar code, which ensures your

document is processed correctly.

8. You will receive an e-mail confirming the fax has been successfully received by Human Resources. You should retain your e-mail confirmation and confirmation of your fax transmittal report as proof of submission. If your fax was not successful, please resubmit or e-mail: apphelp@aphis.usda.gov.

Your application will be considered incomplete and **YOU WILL BE FOUND INELIGIBLE** if you fail to submit the required documentation as specified under the required documents section by midnight Eastern Time on the closing date of the vacancy announcement.

STEP FOUR (Vacancy Specific Questions or KSAs):

1. After reviewing your supporting documentation, you will be asked to respond to questions specific to this vacancy. You must respond to all questions in order to save or proceed with the application process.

2. Once you have answered all vacancy questions click on [Finished].

STEP FIVE (Review and Submit Application):

The final step of the application process is to review and submit your complete online application package.

1. Review the personal information, core questions, vacancy questions and resume for accuracy and completeness.

2. Once you are satisfied with your application click on [Finished] to submit your application. If you do not click on this final [Finished] button your application will not be submitted and you will not receive consideration.

3. Once you have submitted your application you will be redirected back to USAJOBS where you may view your application status, continue to browse for open positions and/or apply for additional positions. You may return at any time until midnight Eastern Time on the closing date of the announcement to update or make changes to your application.

APPLICANTS WHO DO NOT APPLY ONLINE:

You are strongly encouraged to complete the on-line portion of the application process via USAJOBS. If you cannot apply on-line, call the number listed under Agency Contact section between 8:00 a.m. to 4:30 p.m. (Eastern Time) prior to the closing date to request a hard copy of the complete application package. If you do not request the complete application package, and your application does not include

all the information requested within the web site *How do I apply if I cannot apply on-line* (See link below.), you will not be considered for this vacancy. Be advised, if you request an application package late in the announcement period, you cannot receive an extension past the closing date. Hard copy faxed applications must be received by midnight Eastern Time on the closing date of the announcement. Hard copy applications that are not faxed will be accepted at the Human Resources Office listed in the Agency Contact section of this announcement until 4:30 p.m. (Eastern Time). All hard copy applications must include all the information listed at *How do I Apply if I cannot apply on-line*. Application packages submitted via e-mail will NOT be accepted.

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[How to apply if I cannot apply online](#)

http://www.aphis.usda.gov/mrpbbs/hr/job_opportunities/usajobs.shtml

At the above web site, click on *Frequently Asked Questions*, then *Applying for Jobs* and finally *How to apply if I cannot apply online*

***Be certain to submit all supporting documentation. This information should be submitted in the format prescribed within the Required Documents section of this announcement.

***If you are found qualified for this position, you will ONLY be considered at the grade level(s) for which you applied*

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How do I Apply if I cannot apply on-line. Application packages submitted via e-mail will NOT be accepted.

***Do NOT use government postage paid envelopes.

***Applicants who cannot apply on-line, click the link below for instructions on how to apply.

[How to apply if I cannot apply online](http://www.aphis.usda.gov/mrpbbs/systems/USAJOBS/faq.html)

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At the above web site, click on *Frequently Asked Questions*, then *Applying for Jobs* and finally *How to apply if I cannot apply online*

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Contact Information:

Human Resources
Phone: 301-734-8428
Fax: 301-734-4984
Email: Wahkeela.O.Hines@aphis.usda.gov

Or write:
Marketing & Regulatory Programs
4700 River Road
Unit 22
Riverdale, MD 20737
Fax: 301-734-4984

What To Expect Next:

After the announcement has closed, applicants will be evaluated to determine the best qualified. Best qualified applicants will be forwarded to the selecting official for further consideration and possible interview and selection.

You may check the status of your application on-line 24 hours a day through USAJOBS. To check on your application status:

1. Follow this link to the USAJOBS web site:
[USAJOBS Log In](http://www.usajobs.gov/)
<http://www.usajobs.gov/>
2. Click on the *MY USAJOBS* link.
3. Fill in your USAJOBS Username and Password and select the *Track your online job applications* link.
4. You will now see a complete list of all vacancies to which you have applied and the current status of your application for each vacancy.
5. To see more detailed information regarding your status for positions you have applied for with this agency, click on the *more information* link in the application status column.
6. You will be redirected to our system to view the details of your application
7. Once you have been redirected the [View Detailed Status of applications with this agency] option will be selected for you. Click on [Continue] and you will see the more detailed explanation of your status.

This *Track your online job applications* option is the only notification you will receive concerning the status of your application. No additional correspondence will be sent.

If you have questions about your rating please submit your questions in writing via e-mail or USPS mail to the contact listed in the *Agency Contact* section of this announcement.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

[DETAILED VERSION](#)[CLOSE](#)[PRINT](#)

Send Mail

Send Mail to:

Marketing & Regulatory Programs
4700 River Road
Unit 22
Riverdale, MD 20737
Fax: 301-734-4984



Questions?

For questions about this job:

Human Resources
Phone: 301-734-8428
Fax: 301-734-4984
Email: Wahkeela.O.Hines@aphis.usda.gov

USAJOBS Control Number: 1283809

